

## MERIT PROMOTION ANNOUNCEMENT

DEPARTMENTS OF THE ARMY AND AIR FORCE  
OFFICE OF THE ADJUTANT GENERAL  
NORTH CAROLINA NATIONAL GUARD  
HUMAN RESOURCES OFFICE  
4105 REEDY CREEK ROAD  
RALEIGH, NORTH CAROLINA 27607-6410

ANNOUNCEMENT #: ARNGT 04-012

OPENING DATE: 16 January 2004

CLOSING DATE: 16 February 2004

ANTICIPATED FILL DATE: 14 Mar 04

### POSITION TITLE AND NUMBER

Supply Technician, PDCN N0046000  
MD #: 1621-712

### UNIT/ACTIVITY AND DUTY LOCATION

United States Property and Fiscal Office  
(USPFO), NCARNG  
Raleigh, North Carolina

### GRADE AND SALARY Includes Locality Pay of 1.94%

GS-2005-07 \$32,447.00 - \$42,177.00 per annum

### EMPLOYMENT STATUS

Competitive Service

**WHO CAN APPLY:** The area of consideration for this announcement is the NCARNG Technicians Only. Applications will only be accepted from current Excepted employees of the North Carolina National Guard.

**HOW TO APPLY:** Interested applicants may apply by submitting an Application for Federal Employment (Standard Form 171), Optional Application for Federal Employment (Optional Form 612), Resume or any other form of application. It is required that the Knowledge, Skills and Abilities (KSA) listed below be addressed and attached to the application. The application and KSA Statement should be mailed to the North Carolina National Guard, ATTN: OTAGNC-HRO, 4105 Reedy Creek Road, Raleigh, NC 27607-6410. It must be received not later than the closing date or if mailed postmarked by the closing date. **NOTE: Information that must be provided when applying for a technician position is as follows: announcement number; name; address; telephone number; social security number, date of birth; citizenship; education; work experience; and other job-related qualifications. For more information, call 1-800-621-4136 ext. 6172/6431. Faxed or E-mailed copies will not be accepted.**

**QUALIFICATION REQUIREMENT:** Must have 12 months experience at the GS-05 level in responsible supply work which indicates that the applicant has acquired or has the ability to acquire the below listed KSA's - appropriate combination of education and experience may be substituted in accordance with USOPM Handbook X-118, GS-2005 series.

### KNOWLEDGE, SKILLS ABILITIES (KSA'S)

Below are listed the KSA's for this position. Applicants must address each KSA individually in paragraph format by explaining any civilian and military work experience (with dates) that provided that KSA. It is required that this statement be attached to the application. Failure to do so will result in the applicant not being considered for this position. For more information or assistance, call 1-800-621-4136 ext. 6172/6431.

1. Knowledge of standard methods of receipt or material order documentation control and material processing.
2. Ability to establish and maintain effective work relationships.
3. Knowledge of regulations, and mechanized/statistical techniques in the computation and forecasting of quantitative requirements.
4. Knowledge of regulatory requirements governing the accounting for government property.
5. Ability to research information.
6. Knowledge of how to fill out, post, file, control, or code supply documents or transactions.
7. Ability to analyze supply transactions for budget considerations and to coordinate with budget personnel to determine authorization for commitment and expenditure of funds.

**CONDITIONS OF EMPLOYMENT:** The applicant selected for this position will be required to participate in the Direct Deposit/Electronic Fund Transfer Program.

**EVALUATION FACTORS USED:** Personal interviews, review of application and the KSA Statement.

**PRINCIPAL DUTIES AND RESPONSIBILITIES:** This position is located in the USPFO For NC. Its purpose is to provide services in support of inventory control, storage, and distribution, cataloging or supply identification systems, property utilization, or other related supply activities including those associated with automated or manual supply accounting systems. Reviews existing stock catalogs, drawings, etc., for the purpose of identifying duplicate items already cataloged or otherwise recorded in the supply system. Assures production support for items requiring special handling. Maintains contact with program representatives and other offices on special program requirements. Reviews requisitions, supporting documents, and reference material to determine special supply action required. Expedites the delivery of urgently required items. Coordinates supply actions with transportation and other supply units or organizations. Responsible for inventory management of decentralized and decontrolled items, including supplies, equipment, forms, and publications. The work includes requirements determination and forecasting, distribution or redistribution of material, procurement authorization, and limited funds management. Performs other duties as assigned.

**INSTRUCTIONS TO COMMANDERS/SUPERVISORS:** This position vacancy announcement will be given the broadest possible dissemination. A copy of this announcement will be posted to your unit/activity bulletin board.

**ADDITIONAL INSTRUCTIONS:** 1. Applicants are requested to identify, on a separate sheet of paper, their race and national origin from one of the following categories; Male or Female; American Indian or Alaskan native; Asian or Pacific islander; Black, not of Hispanic origin; Hispanic; White, not of Hispanic origin. Submission of this information is voluntary and will be used in support of the NCNG Equal Employment and Affirmative Action Programs. 2. Relocation expenses for current federal employees may not be paid. Applicants will be advised in writing at the interview.

**DISTRIBUTION:**

A, B, C-2, G-25, H-3, J-3, K-3, M, N-12, P-9, Q, W-2, Y-2, R: HRO-1, AGAV-1, AGCS-3, DCSANG-1, DCSLOG/G4-4, DCSOI-3, DCSPER-3, FMCB-2, IG-1, SCSM-1, SRAA-1, VCSOP-1

**INFORMATION SUBMITTED WILL BE USED ONLY IN ACCORDANCE WITH THE PRIVACY ACT OF 1974**